

Section 5. The Recording Secretary shall:

- a. Keep a complete record of the proceedings of all meetings of the general membership and the PTO Board, including a roster of PTO meeting attendees.
- b. Keep a record, open for inspection, by any PTO member.
- c. Summarize PTO actions for the President.
- d. Type minutes of each Board meeting and forward to the President for review one week after the meeting
- e. Send out monthly meeting minutes to all members at least one week prior to the next meeting.